



MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT

Middle Keys/Main Office: 2798 Overseas Highway, Suite 300, Marathon, FL (305) 289-2501

Upper Keys Office: 102050 Overseas Highway, Key Largo, FL (305) 453-8800

Lower Keys Office: 5503 College Road, Key West, Suite 203, FL (305) 295-3990

www.monroecounty-fl.gov

Private Provider Information Requirements and Application

The purpose of this form is for an engineer or architect to register or update their license with Monroe County Building Department as a private provider where private provider services are employed for plans review and/or inspection services pursuant to HB 1307 in un-incorporated areas. Please read instructions thoroughly prior to completing your application and make photocopies for your records, if desired. Be certain that the application is completely filled out; that all questions are answered truthfully, and that all information requested is furnished. If your application is incomplete, application will be returned resulting in delaying registration.

You will need to provide the following along with application:

1. Legible copy of driver's license or some other valid form of government approved identification.
2. Copy of engineer license under Chapter 471, architect license under Chapter 481, standard certificate under part XII of Chapter 468 (act only on additions and alterations that are limited to 1,000 S.F. or less to residential buildings).
3. Copy of current local business tax receipt for appropriate discipline per F.S. 205.065.
4. Copy of current Certificate of Authorization for business entity, if applicable.
5. Qualification statements or resumes.
6. List of all duly authorized representative(s) including license number(s) and type of inspection(s) to be performed by each representative, if applicable.
7. Current-issued Certificate of Insurance from an insurance company authorized to do business in the state with a minimum of A.M. Best's rating of A for the proper professional liability insurance in accordance with F.S. 553.791.(16).
8. Current-issued Certificate of Insurance from an insurance company authorized to do business in the state for workers' compensation insurance and/or a valid executed workers' compensation exemption card from the Bureau of Workers' Compensation Office for your appropriate discipline, if applicable.
9. Pursuant to Rule [69L-6.032](#), Florida Administrative Code, when using an employee leasing company, an employee roster listing the employees and date-of-hire shall always accompany the Certificate of Insurance, if applicable.
10. All certificates shall include:
 - a. Name of Insured must reflect the exact name of the business organization qualified by the applicant, and the insured's fictitious name or d/b/a, if any;
 - b. Monroe County Building Department, 2798 Overseas Highway, Suite # 300, Marathon, Florida 33050 as Certificate Holder
11. A Monroe County Agent Authorization form is required if anyone other than the licensee will be dropping off and/or picking up a permit, if applicable. **NOTICE:** The licensee, no exceptions, must sign all Building Permit applications
12. Completed application(s) and all supporting materials may be mailed to or dropped off at one of our addresses listed above. Registration should be done at a separate time/visit prior to submitting your building-permit application. This may take up to four (4) business days, so please plan accordingly.
13. You will not be contacted upon completion of your account. You must go to our website and search for your company name found on [Egov.monroecounty-fl.gov](http://egov.monroecounty-fl.gov), "I Want To, Search, Permits, Contractor Records" webpage (http://egov.monroecounty-fl.gov/eGovPlus/entity/login_main.aspx). Once your account has been added, you may apply for your permit.

NOTICE: Pursuant to F.S. 553.791(3), a private provider and any duly authorized representative may only perform building code inspection services that are within the disciplines covered by that person's licensure or certification under chapter 468, chapter 471, or chapter 481. A private provider may not provide building code inspection services pursuant to this section upon any building designed or constructed by the private provider or the private provider's firm.

If you have any questions regarding the contents of this form or if we may further assist you, please feel free to contact the Licensing Division at (305) 289-2583. Office hours are Monday through Friday, 8:30 A.M. to 3:00 P.M., closed on holidays.

Retain this page for your records.



Office Use: Rcvd:

By:

Cont. ID #:

Date Paid:

By:

Rcpt #:

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www.monroecounty-fl.gov**Private Provider Registration Application****Please Select Below:**☐ **New Registration**☐ **Update Registration**

License Number: _____ License Type/Rank: _____

Special Qualifications: _____

License Holder's Name: _____

(Name MUST match name on driver's license)

Home Mailing Address: _____

License Holder's Cell Phone Number: _____

License Holder's E-mail: _____ Alternate: _____

Provide if communication by email is acceptable for all e-mails and inspections.

Qualified Business Name: _____

(Print company name as it appears on Certificate of Authorization, if applicable)

Certificate of Authorization Number, if applicable: _____

List company document number or registration number (not FEIN#) on file with the Florida Department of State Division of Corporations for the qualified business name: _____ (www.sunbiz.org)

Business Mailing Address: _____

Business Phone Number: _____ Ext: _____ Fax Number: _____

Licensee's Signature: _____ Date: _____

Please be sure to submit the following along with this application to one of our offices:

1. Copy of engineer (Ch 471), architect (Ch 481), or standard certificate (Ch 468, Pt XII)
3. Copy of current local business tax receipt per F.S. 205.065
4. Qualification statement or resume and list of all duly authorized representative(s) including license number(s), special qualifications, and type of inspection(s) to be performed by each representative
5. Copy of Certificate of Insurance for professional liability per FS 553.791
6. Copy of Certificate of Insurance for workers' compensation insurance and/or exemption, if applicable.
7. All certificates shall include:
 - a. Name of Insured must reflect the **exact** name of the business organization qualified by the applicant, and the insured's fictitious name or d/b/a, if any;
 - b. **Monroe County Building Department, 2798 O/S Hwy #300, Marathon, Florida 33050** as Certificate Holder
 - c. Per Rule [69L-6.032](#), Florida Administrative Code, when using an employee leasing company, an employee roster listing the employees and date-of-hire shall always accompany the Certificate of Insurance, if applicable.
8. An original notarized Agent Authorization Letter, if applicable
9. Completed application(s) and all supporting materials may be mailed/dropped off at one of our addresses listed above. Registration should be done at a separate time/visit prior to submitting your building-permit application. This may take up to four (4) business days, so please plan accordingly.
10. You will not be contacted upon completion of your account. Go to our website and search for your company name found on Egov.monroecounty-fl.gov, "I Want To, Search, Permits, Contractor Records" webpage (http://egov.monroecounty-fl.gov/eGovPlus/entity/login_main.aspx). Once your account has been added, you may apply for your permit.